

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C-543

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RECORDS RETENTION AND DISPOSAL SCHEDULE

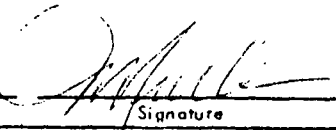
Baltimore City Police Department

Crime Laboratory

Item No.	Description	Retention
	SUPERSEDES SCHEDULES 259 and 259A	
1.	<p><u>LABORATORY CASE RECORDS</u></p> <p>A folder containing all or some of the following records is established for each crime investigation which utilizes laboratory services:</p> <p>Laboratory Report (Controlled Dangerous Substances) Laboratory Report Report of Firearms Examination Chain of Evidence Custody Property Receipt Request for Photographic Services Request for Examination Mobile Unit & Preliminary Finger Print Report "Police Department" Letterhead Report of the FBI Laboratory Fingerprint Card Bullet Work Sheet Latent Fingerprint Lift Card Photographic Negative</p>	Retain for six (6) years, then destroy.
2.	<p><u>INTOXICATED DRIVING CASE RECORDS</u></p> <p>A folder containing all or some of the following records is established for each suspect intoxicated driving case which requires laboratory services:</p> <p>Test Record Advice of Rights To a Chemical Test Officer's Certification of Driver's Refusal to Submit to a Chemical Test Officer's Observation Report at Scene Results of Chemical Test Breathalyzer Operational Check List Alcohol Analysis - Medical Personnel Payment Authorization</p>	Retain for six (6) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

11/1/80  Director
Date Signature Title

Date State Archivist